

School of Mechanical Engineering

APPLICATION FOR REMARK OF AN EXAM

Student <u>Family</u> Name	
Student <u>First</u> Name	
Student ID	
Email contact for reply	
Code & Title of Course	MECH ENG _ _ _ _

Reason for wishing to have paper remarked:

(Only valid reasons for remarking will be considered. See over for more information.)

Signature: _____ Date: _____

Submit to: School of Mechanical Engineering

OFFICE USE ONLY	
Date Received:	Received by:
Approved / Not Approved	Approved by:
Student notified:	Notified by:

UNIVERSITY STUDENT GRIEVANCE RESOLUTION PROCESS (excerpt)

The full process is available online: www.adelaide.edu.au/student

STAGE 1: INFORMAL DISCUSSION

The first stage is intended to provide an opportunity for grievances to be resolved quickly at the local level, with the fewest people possible involved, and to avoid the grievance escalating in scope and impact.

Student decides whether to:

- take no further action
- make comments or suggestions for an improvement to a University process or facility, without pursuing grievance
- proceed to Stage 2 of the Student Grievance Resolution Process

STAGE 2: FORMAL REVIEW

Stage 2 begins with the aggrieved student lodging a formal written grievance with the supervisor of the person directly responsible, or other appropriate person as identified by a Student Grievance Adviser. A formal written grievance can take the form of an email or a letter, and must include a clear statement of the grievance, all the relevant facts about the grievance, and what resolution the student is seeking.

The person who receives the grievance may refer or delegate the responsibility for dealing with the grievance to another appropriate person, but all specified time frames still must be met.

A coursework student may formally request a review or re-mark of their assessment tasks or grade provided there are academic or procedural reasons for the request.

Grievances must be lodged within 10 business days of the date of notification of the result.

It is important to note that if a review or re-mark is granted, **the mark awarded from that review or re-mark will stand as the final mark for the work**, regardless of whether it is higher or lower than the mark originally awarded, unless the Head of School believes there are special circumstances why this should not be the case.

Examples of valid assessment grievances

The student believes:

- Progress in the course was disadvantaged because feedback was not provided in accordance with the [Assessment for Coursework Programs Policy](#).
- The Assessor demonstrated bias against the student, which affected their mark or grade. This grievance allegation must be supported by evidence of specific instances. If the bias appears to be a breach of the [Fair Treatment Policy](#), the student may wish to pursue action in accordance with the [Unfair Treatment process](#).
- An error occurred in calculating the final mark or grade.
- The marker's written feedback is inconsistent with the final grade.
- The standard applied to marking their piece of assessment was incorrect.

Invalid reasons for submitting a request for review or re-mark

- Personal or medical problems – these should normally be dealt with in accordance with the procedures for [Replacement/Additional Assessment Exams](#).
- Financial or other implications of not passing the course.
- The need for additional marks to get a pass or higher grade for the course.
- A study overload.
- A grade inconsistent to those received by the student in other courses.